

**Memorandum of the Meeting
Regular Study Session/Meeting
Twenty-Sixth Town Council of Highland
Monday, May 02, 2011**

The regular study session of the Twenty-Sixth Town Council of the Town of Highland was convened at the regular place, the Highland Municipal, 3333 Ridge Road, Highland, Indiana, in the plenary meeting chambers on **Monday, May 02, 2011** at the time of 7:10 o'clock p.m.

Silent Roll Call: Councilors Dan Vassar, Bernie Zemen, Mark Herak, Konnie Kuiper and Brian Novak were present. A quorum was attained. The Clerk-Treasurer Michael W. Griffin was present to memorialize the proceedings.

Others present: Joe Torres, Commander VFW Post 1109; Michael J. Marlow, American Legion Post 180. Ed Dabrowski, IT Director was also present. John Bach, Public Works Director did join the meeting at 7:35 p.m.

General Substance of Matters Discussed

1. Commander Torres and Mr. Marlow presented copies of United States Flag protocol and commented particularly about the rules related to when the United States Flag may be displayed at half staff. It was noted that the Flag at the Public Works Facility was lowered to half staff on the initiative of the local workers in consequence of the passing of the General Supervisor of Public Works, Jack Lannon. It was noted that this was not in accordance with the United States Flag Code.

A discussion ensued in which an apology was expressed by the Town Council regarding the episode and that the act was not done with any disrespectful intention.

The discussion included the order of precedence regarding the display of the Indiana Flag and the United States Flag, when displayed on the same mast or halyard.

The Town Council expressed appreciation for the information presented regarding rules of display. It was noted that there is a flag education program sponsored by the American Legion that is presented in Highland's elementary schools at the fourth grade. The gentlemen also suggested that the Town Hall could receive U.S. flags that are set to be retired and that representatives from the VFW Post or the American Legion would be pleased to pick these up for inclusion in formal retirement exercises.

Councilor Kuiper departed at this time at 7:20 p.m.

The Public Works Director arrived at 7:35 p.m. The Town Council discussed with the Public Works Director the preceding discussion with the representatives of the American Legion and the VFW Post 1109. The discussion included asking the Public Works Director to disseminate the information regarding U.S. Flag protocol to appropriate staff or department leaders.

2. The Town Council discussed the street paving program, noting that members received a report of the streets identified by the Public Works Director. It was noted that some added streets identified by members of the Town Council perhaps should be added or considered for attention. The Town Council discussed with the Public Works Director the matter of Garfield Avenue to be paved or reconstructed as requested by petition presented by a resident named Mr. Tokoly.

The discussion included consideration of Highway Avenue, the 3400 block of Condit Avenue and several other streets. It was noted in some cases the streets would benefit from underground improvements and the Public Works Director has consulted with the Sanitary Commissioners regarding its resources. He would consult again.

The Public Works Director also reported about a meeting with residents of the 2900 block of 98th Street, regarding the residents' desire for street reconstruction, sewer and curb improvements.

The Public Works Director reported that he has not seen any petition filed through that meeting. It was noted that residents there may not have understood completely that the petition process needed to be an initiative of the residents.

3. The Town Council discussed adding consideration of a declaration of surplus for some minor shed and other related personal property acquired with the purchase of the property of 8917 Cottage Grove, to the agenda for the next plenary meeting for Town Council action.
4. The Town Council and the Public Works Director discussed several storm water management matters and watershed problems along properties at Hess Drive and other areas. It was noted that the Sanitary District is developing a policy statement as to when certain residential standing water issues are to be acted upon.
5. The Town Council discussed the report of Dennis Cobb, P.E., the President of First Group Engineering, regarding his evaluation of bids regarding the traffic management delay system (Opticom) and his recommendation. It was noted that the Town Council could take this matter up for award at its next plenary business meeting.
6. The Town Council President noted that he would not be at the plenary meeting of May 9. It was further noted that Councilor Kuiper would be absent as well. The Town Council President then indicated that he would be cancelling the May 9, 2011 plenary meeting.

There being no further business to be discussed by the Town Council, the regular study session of the Town Council, of **Monday, May 02, 2011**, was adjourned at 8:15 o'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA
Clerk-Treasurer